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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, PPS

DATE: 18 July 1957

FROM : Chief, LAS

SUBJECT: Weekly Activities Report #29

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. C/LAS has offered to provide foreign language proficiency tests during the week of 26 August for JOT's as part of a program of special activities scheduled for that week (providing reasonable advance information is given).

2. Four (4) out-of-hours classes in Russian are scheduled to begin during July. These are the last classes to be started before initiation of the regular schedule of sixteen-week trimesters, as follows:

3 September - 20 December 1957

6 January - 25 April 1958

5 May - 22 August 1958

25X1A6a

25X1A6a

3. [REDACTED] has been given an okay to go ahead with contracting for interior painting of the LAS house [REDACTED]. We also have indicated our approval for purchase of the previously provisional list of furniture, carpets and drapes. Yet to be ordered are dishes, flatware, utensils, refrigerator, etc. First group is scheduled to occupy the house on 5 August for two weeks.

*not yet  
will be  
ordered  
7/23*

25X1A9a

25X1A9a

5. A commendation is due the Visual Aids Section and [REDACTED] in particular for turning out a fine coin exhibit for 15 Western European countries, which was used in this class (para. 4, above). [REDACTED] took over in the middle of this job and completed it on schedule despite a number of handicaps.

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6. The regular Spanish Proficiency Test was given for eleven people on 11 July. Mr. [REDACTED] of [REDACTED] and Mr. [REDACTED] of OCI served on the oral panel.

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25X1A7b

25X1A9a

7. The French test was given by special request for one person on 11 July. Mrs. [REDACTED] served on the oral panel.

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8. The oral part of the Japanese test was given for two people on 12 July. Mrs. [REDACTED] served on the panel.

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9. The oral part of the Italian test was given for two people on 15 July. Mr. [REDACTED] served on the panel.

10. The specifications for the composition of Parts III and V (structure) of standard format tests were revised.

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11. [REDACTED] met with Mr. [REDACTED] of FE on 12 July and was asked to serve as a consultant for FE on Tibetan-language reports when necessary during the next few months.

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#### C. PERSONNEL ITEMS

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1. Clerical Personnel Note. Mrs. [REDACTED] has arrived, replacing [REDACTED]. As the only clerical person available exclusively to the staff and faculty of Western Studies, she will provide administrative and clerical support to the work of eight full-time and two part-time instructors, including maintenance of the reading room. Mrs. [REDACTED] arrival represents only the first of a series of impending changes. Intending or scheduled to leave during the next 3-4 months are [REDACTED] in August to be married, [REDACTED] in October for maternity reasons, and [REDACTED] for another assignment whenever it becomes available. On the happy side, Mrs. [REDACTED], widow of a staff employee, now in clerical pool, is great assistance as a native speaker of French. Limited compensation for the insufficient clerical personnel allotted to the School is temporarily provided by limited services of one summer employee and three pool girls.

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2. [REDACTED] is scheduled to leave on 22 July on his special service mission for FE Division. He will be away about five weeks.

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3. Presently in training of concern to LAS are [REDACTED] who is taking a full-time Arabic course at SAIS, and [REDACTED] who is taking an evening course in Advanced Russian at Georgetown.

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4. [REDACTED] will be on annual leave, 22-26 July. [REDACTED] will be Acting Chief, LAS.

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